



DAVID FLOYD & ASSOCIATES, INC.

A Property Management Company

104 East Park Drive, Suite 320
Brentwood, TN 37027

Office: (615) 297-2824 Fax: (615) 297-9340 Website: dfloydassoc.com

Re: New Owner Welcome Packet

Dear Brentwood Pointe II Homeowner,

We are pleased that you have decided to invest in Brentwood Pointe II. It is a terrific place in which to own and live. David Floyd & Associates, Inc. serves as the managing agent for your Homeowners Association (HOA). We work closely with your Board of Directors to serve you under the provisions of the governing documents for your association.

Your monthly HOA fees will be at the rate of \$220 and are due on the 1st of each month. A late fee will be assessed if received after the 15th of the month. There are three different options for payment:

- 1. Payment of HOA Fees by Auto-Draft (*HIGHLY RECOMMENDED*):** To sign up for auto-draft, please complete the enclosed auto-draft form and return it via email to accounting@dfloydassoc.com, via mail to Brentwood Pointe II HOA c/o David Floyd & Associates, Inc. 104 East Park Drive, Suite 320, Brentwood, TN 37027, or via fax to 615-297-9340. The completed auto-draft form must be received prior to the 25th of the current month in order for the draft to begin the following month. *There is no charge to homeowners for this service.*
- 2. Online Payment of HOA Fees:** To pay your HOA fees online, please go to <https://dfa1.cincwebaxis.com> and sign in at the top right corner of the screen. **[NOTE: You must register and be approved prior to signing in for the first time. It may take up to 2 business days for your registration to be approved. Your account number is the same as your street address number.]** Once signed in, click on "Pay Fees" at the top left corner of the screen. Select your desired payment method (eCheck or credit card) and provide your payment information. Click "Submit eCheck/Credit Card Payment." Make sure that your payment information is correct and click "Submit Payment." *Please note that the payment platform charges a \$2.99 processing fee for one-time eCheck payments and a 3.25% processing fee for credit card payments.*

- 3. Payment of HOA Fees via Mailed Check:** Homeowners may pay their HOA fees by mailing checks to Brentwood Pointe II HOA c/o David Floyd & Associates, Inc. PO Box 357 Commerce, GA 30529-0357. Please make sure all checks are made payable to Brentwood Pointe II HOA and include your street address number in the memo section. A payment coupon should be included with each mailed check and can be printed at BrentwoodPointe2.com.

Your Homeowner's Association has a website that allows for homeowners to view important documents, financial information, meeting minutes, newsletters, and other items. The website address is BrentwoodPointe2.com. Please register on the website in order to access the private items such as financial information and meeting minutes. Once you register, we will verify that you are a homeowner and approve you for full access.

Your Homeowner's Association also has an email address that all questions and requests should be directed to. This email address is BrentwoodPointe2@gmail.com.

At closing, you should have received a pool key fob from the seller. If you need a replacement key fob, please let us know.

We look forward to serving you and will be visiting your property regularly to inspect the common areas, review HOA-related issues, and ensure that the vendor services are being provided according to the contracts. Should you have any concerns, complaints, ideas, or suggestions, please email, fax, or send via U.S. Mail.

Our primary objective is to work with your Board to maximize the value of every dollar spent by the HOA and at the same time be able to adequately fund the reserve accounts to avoid the need for any future special assessments.

If you have not been provided a copy of the governing documents, please let us know and we can email them to you or provide a hard copy to you for your records. The governing documents can also be viewed on your HOA's website at BrentwoodPointe2.com.

This packet includes a Homeowner Information Form. Please take a few minutes to carefully review and complete the form as it is critical to our being able to keep you updated and informed as it pertains to your Homeowners Association.

Should you have any questions, please contact us at your convenience.

Again, we look forward to being of service to you.

Respectfully,

David Floyd

David Floyd & Associates, Inc.
Managing Agent for Brentwood Pointe II

NEW OWNER INFORMATION FORM

Dear New Homeowner,

In order to keep our records up-to-date and to maintain contact with homeowners/residents, we ask that you complete and return this form to David Floyd & Associates, Inc. via mail at 104 East Park Drive #320 Brentwood, TN 37027, via email to dfloydassoc@gmail.com, or via fax to 615-297-9340. Please note that this information may be published in your HOA's directory unless you request that it not be published.

Name(s) of New Owner(s): _____

Name of Homeowners Association: _____

Address at Subject Property: _____

Mailing Address (if different from above): _____

Email(s): _____

Phone(s): _____

AUTHORIZATION AGREEMENT FOR AUTOMATIC DRAFT

I hereby authorize David Floyd & Associates, Inc. on behalf of my HOA, hereinafter called ORGANIZATION, to initiate debit or credit entries to my Checking Account/Savings Account (circle one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit/credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

Financial Institution Name: _____

Routing Number: _____ Account Number: _____

This authorization is to remain in full force and effect until ORGANIZATION has received **written notification** from me of its termination in such time and in such manner as to afford ORGANIZATION and DEPOSITORY a reasonable opportunity to act on it.

Name: _____

Signature: _____ Date: _____

*****Please provide a voided check with this authorization form*****

Homeowners Association Name: _____

Address at Property to be Credited: _____

Owner Name: _____

Phone Number: _____

Email Address: _____

Please mail this completed form along with a voided check to:

David Floyd & Associates, Inc.
104 East Park Drive, Suite 320
Brentwood, TN 37027.

NOTE: Completed form must be received prior to the 25th of the current month in order for it to begin drafting the following month.

Brentwood Pointe II HOA Rules & Regulations

I. Exterior Modifications:

- a. Any exterior modifications must comply with governing documents of Brentwood Pointe II, and written HOA approval must be obtained prior to work commencing.
- b. Exterior modifications include (but are not limited to) the following items:
 - i. Replacement of fences
 - ii. Replacement of decks and patio surfaces
 - iii. Replacement of windows
 - iv. Replacement of doors (including storm doors)
 - v. Installation of satellite dishes
 - vi. Installation of handrails
 - vii. Replacement of exterior light fixtures
 - viii. Exterior painting of any kind
 - ix. Planting flowers, shrubs, or trees

II. Pets:

- a. Pets must be kept leashed while in the common areas.
- b. Pet waste must be picked up immediately and disposed of properly
- c. Pets may not be left unattended on patios or decks.
- d. Pets are not permitted in the pool area, on the tennis court, or in the clubhouse.

III. Parking:

- a. Each unit has one (1) reserved parking space. Unreserved parking spaces are available for use on a first come, first serve basis.
- b. All vehicles stored on the property must be fully operable and have current registration.
- c. Commercial vehicles, trailers, boats, RVs, and buses may not be stored on the property.
- d. Vehicles may only park in designated parking spaces. Parking on the street or in grass areas is strictly prohibited.
- e. Vehicles in violation of HOA rules may be towed and/or the vehicle owner may be fined.

IV. Operation of Vehicles:

- a. Motor vehicles owned and/or operated within the property shall comply fully with all laws and regulations pertaining to public streets.
- b. All drivers are subject to the posted 15 MPH speed limit.
- c. All-terrain vehicles (ATVs), go-carts, golf carts, etc. may not be operated on HOA property.

V. Appearance of Units:

- a. Recreational equipment may not be stored outside of the units.

- b. Nothing may be attached to the exterior walls of units without prior written HOA approval.
- c. The United States flag, United States military flags, and Tennessee State flags are the only flags that may be displayed.
- d. Any outdoor patio furniture kept on front porches is subject to Board approval in terms of age, condition, cleanliness, color, and size.

VI. Signage:

- a. Exterior signage is prohibited with the following exceptions:
 - i. Graduation signs are allowed within two (2) weeks of graduation
 - ii. Open house signs are permitted on the weekends.
 - iii. Signage specifically permitted by Tennessee State Law.

VII. Yard Sales & Estate Sales:

- a. Individual yard sales are not permitted.
- b. Community yard sales are typically held on an annual basis.
- c. Estate sales may be held with prior written HOA permission.

VIII. Trash Disposal:

- a. All trash must be securely bagged and placed into trash cans with lids
- b. No more than two (2) trash cans per unit
- c. Trash is typically collected every Monday and Thursday
- d. Recycling is not provided by the HOA

IX. Storage Containers & Dumpsters:

- a. A storage container or dumpster may be placed in a unit's assigned parking space or in an unassigned parking space adjacent to the median in the center of the parking lot for up to one (1) week with prior notification being provided by the unit owner to the HOA. If a storage container or dumpster remains on the property in excess one (1) week, a fine of \$50 per day will be applied to the unit owner's account until such time that the storage container or dumpster is removed from the property.

X. Pest & Termite Control:

- a. The HOA provides termite control for all of the units. If you have any concerns regarding termites, please contact Cooks Pest Control.
- b. The HOA provides basic pest control for all of the units. If you have any concerns regarding pest control, please contact Cooks Pest Control.

XI. Nuisances:

- a. Any activity that creates a nuisance is prohibited. Nuisances include (but are not limited to) excessive noise, excessive barking, foul odors, and threatening behavior.
- b. Quiet hours are from 10:00 PM to 8:00 AM daily.

XII. Leasing:

- a. Owners may not lease their units without first receiving explicit written permission from the HOA. No more than 40% of the units may be leased at any time.

- b. Leases must be at least six (6) months in length.
- c. Owners that lease their units must provide the HOA with their tenants' names, contact information, and lease dates each time a new lease is entered.
- d. Owners that lease their units pay a Tenant Transition Fee of \$150 each time a change in tenants occurs.

XIII. Heating & Cooling:

- a. All units have their own HVAC units, and owners are responsible for the maintenance of their HVAC units.
- b. When temperatures are forecasted to drop below freezing, residents must keep their heat set to at least 60 degrees to help prevent frozen pipes.
- c. Window air-conditioning units are not permitted (with the exception of upper-level gable-end windows on 4-bedroom units).

XIV. Amenities:

- a. Swimming pool:
 - i. No lifeguard on duty- swim at your own risk.
 - ii. The pool gate must remain closed and locked at all times.
 - iii. Do not climb the pool fence.
 - iv. Do not hang on or tamper with the pool rope or life-saving equipment.
 - v. Children under the age of 16 must be supervised by an adult resident at all times.
 - vi. Proper swimming attire is required while in the pool.
 - vii. All babies must wear swim diapers while in the pool.
 - viii. No diving is permitted in the pool.
 - ix. No running, rough play, excessive noise, or foul language is permitted.
 - x. No pets are permitted within the pool area.
 - xi. No glass is permitted within the pool area.
 - xii. No food or drink is permitted within 3 feet of the pool.
 - xiii. Floats and rafts are only permitted when the pool is not crowded.
 - xiv. Private lessons/classes of any type are not permitted without prior written HOA approval.
 - xv. Only Brentwood Pointe II residents and their guests are permitted within the pool area. Residents must remain with their guests at all times and are responsible for the actions of their guests. No more than two (2) guests per residence are permitted.
 - xvi. Please close umbrellas, return pool furniture to its original location, and properly dispose of any trash before you leave.
- b. Tennis court:
 - i. Release net after use
 - ii. Do not prop open gate
 - iii. Do not leave any equipment on the court

- iv. No pets are allowed on the court
- c. Clubhouse:
 - i. The clubhouse may be rented by homeowners for events. The rental fee is \$75, and there is a refundable security deposit of \$100.
 - ii. Clubhouse reservations must be made at least one (1) week in advance.
 - iii. Homeowners are responsible for leaving the clubhouse clean and neat after their rental.
 - iv. In the event that damages are caused during an event at the clubhouse, the HOA will bill the responsible homeowners' account for the cost of repairs.

XV. Open Flames:

- a. Residents must comply with local fire codes at all times.

XVI. Insurance:

- a. The HOA provides hazard insurance for all units, which would cover the restoration of the units back to original specifications in the event of a major loss (such as a fire).
- b. Owners must obtain HO6 insurance policies that cover betterments/improvements, contents, and loss assessments in the amount of the HOA's master insurance policy deductible. Losses that do not exceed the HOA's master policy insurance deductible would also be covered by owners' HO6 policies.

XVII. Contacting the HOA:

- a. To contact the HOA, please email BrentwoodPointe2@gmail.com. This email address can be used to ask questions, submit requests, report violations, etc.
- b. Emergencies (pertaining to HOA matters) can be called into 615-297-2824. This phone number is answered by a live person 24/7/365.

XVIII. HOA Website:

- a. Important HOA information such as the governing documents, budgets, financial reports, meeting minutes, and FAQs can be viewed at BrentwoodPointe2.com. Owners must register on the website and be approved for full access prior to accessing private information.

XIX. Non-Compliance Policy:

- a. Violation of HOA rules will result in the following consequences:
 - i. 1st offense: warning
 - ii. 2nd offense: \$50 fine
 - iii. 3rd and subsequent offenses: \$100 fine
- b. In the event a violation is not resolved within 10 days of notification, a \$50 fine will be issued. If the violation is not resolved within 20 days of the initial notification, an additional \$100 fine will be issued. After 20 days of the initial notification, additional fines of \$100 each will be issued every 10 days that the violation remains unresolved.
- c. Separate fines may be issued for violations that are considered to be severe or in blatant disregard of the HOA's governing documents (at the Board's sole discretion).

BRENTWOOD POINTE II

IMPORTANT OWNERSHIP INFORMATION!!

The Board of Directors would like to thank you for investing in and/or calling Brentwood Pointe II home! We would also like to remind you of some commonly overlooked regulations and policies. Please note that the following items enhance your investment and make Brentwood Pointe a more attractive and better place to live. If you rent your unit, please make sure that all current and future tenants are aware of these items. Owners who fail to comply or enforce these items will be subject to incremental fines.

To avoid any future problems the following items must have prior approval by the board of directors or property manager before installing.

1) Storm door replacements

The storm door color should match the color of the front door or match the color of the building's primary siding color. Since none of the buildings are "White" – this color is not allowed. Storm doors should be full non-tinted glass (with no bar across the middle).

2) Replacement windows

The replacement window's trim must be a dark bronze and resemble the existing windows.

3) Replacement or painting of the front door

The front door must be of solid construction (no glass or decorative features) and similar to other doors in the development. The color of the front door must also match the color of the shutters.

4) Satellite dishes

A partially-refundable deposit (depending on damage to structure) of \$150.00 is now required prior to the installation of any satellite dish. The satellite dish should be installed on the wood fascia boards never on the roof.

Please be considerate of your neighborhood and neighbors and follow the next items.

5) Pet waste

Needs to be removed from the grounds by the person walking the animal. Common areas are used for walking dogs and active children and residents enjoying an afternoon stroll. Please remove the waste immediately and dispose of properly.

6) Dogs

Please do not leave pets unattended in the patio area. This isn't safe for the animals and can be a nuisance to the neighbors.

7) Parking

Each unit is allowed to park one vehicle in front of the buildings. All other vehicles are required to park in areas not adjacent to the buildings.

8) Trailers

Residents and guests are not allowed to park or store trailers in our development overnight.

9) Trash

All trash items must be placed in trash bags. Items not in bags or larger items (i.e. Christmas trees, mattresses, book shelves, etc.) are not included in the trash contract and will not be removed by the trash company. You are required to haul off these larger items.

10) Storage

The grass areas adjacent to your privacy fence are not for the "storage of materials". Storing any items or materials in these areas is a violation.

11) Signs

For Sale or For Rent signs are not allowed on the property. The board of directors will allow a small sign to be placed on the inside of a window that faces the interior parking areas.

Please take pride in our neighborhood. If you notice someone littering please let us know. When you are out walking and see trash in the parking lot or on the grounds – please pick it up.